

II-D System Generated Reports

System generated reports are produced automatically when an automated CALSTARS process occurs, when data is received and processed from a source outside of CALSTARS, or when data is uploaded to CALSTARS (external batches, tables or timesheets). The reports are produced either overnight or during the same day the process occurs. These reports provide an activity trail for monitoring CALSTARS processes and for potential audit purposes. The following types of system generated reports are the result of a CALSTARS process:

- ✧ **Nightly batch processing reports** - Batch transaction inputs and history update, batch control status, system maintenance activity (claim schedule, error correction, CALSTARS tables), etc.
- ✧ **Online process reports** - Automated checks, check registers, batch prints, CALSTARS Report Request Table Reference (Ref) Card, etc.
- ✧ **Subsystem process reports** - Labor distribution, cost allocation and fund split, month-end rollover, year-end rollover, year-end close and open, Document File purge, Vendor Edit table purge, Vendor Payment File purge, Schedule 10 transmittal, etc.

The following types of system generated reports are produced when data is received from a source outside of CALSTARS:

- ✧ **External reports** - Reports produced by another agency and electronically transferred or imported on tape into CALSTARS and printed in the original format (SCO fund reconciliation reports, SCO tab run and transactions, DGS invoices, etc.).
- ✧ **Interface reports** - Data sets or records produced by another agency and electronically transferred or imported on tape into CALSTARS (SCO payroll interface, CD-102 data, etc.).
- ✧ **Upload reports** - Reports produced when data is uploaded (external) for CALSTARS batches, tables, or timesheets.

ACCESSING SYSTEM GENERATED REPORTS

CALSTARS uses a software package called ROPES, Remote Online Print Executive System, to manage the printing process for reports that are sent to agency printers. ROPES queues group the reports for efficient printing and improved print management. System generated reports are downloaded into 'ROPES queues' at the conclusion of each night's batch process or immediately/same-day for on-line print actions. The Printer ID, Report Class and the Report ID fields of the **G.4** Printer Control Options Screen must be completed in order to print or browse a report. Refer to the Chapter II-A for more information about the screen.

The assigned Report Class for most system generated reports is **A** (autostart). **A** is assigned so the reports are available the next day or immediately when requesting an **N1** report. Regardless of which report queues are printed during the day, the printer is reset to Class **A** each evening so the reports print without interruption.

Many system generated reports are sent to agency printers. These system generated reports are listed on the last page of the Report Request Table Reference (Ref) Card. The ROPES queue for each report or group of reports is also listed. An example of the last page of the Ref Card is displayed in Exhibit II-D-1.

To request a different Output Destination, send an e-mail to calstars@dof.ca.gov and include the following information:

- ★ 'Report Routing' in the subject line of the e-mail
- ★ Organization Code
- ★ Report ID and Title (refer to www.dof.ca.gov/html/calstars/SysGenRept.htm)
- ★ Type of change - Indicate if the request is a permanent change or if the data file is needed only one time.

EXHIBIT II-D-1

CROSS REFERENCE - SYSTEM GENERATED REPORTS TO ROPES QUEUES				EXTERNAL REPORTS AND ROPES QUEUES	
<u>REPORT NAME RANGE</u>	<u>ROPES QUEUE</u>	<u>REPORT NAME RANGE</u>	<u>ROPES QUEUE</u>	<u>SOURCE/REPORT NAME</u>	<u>ROPES QUEUE</u>
CFB009-1 -> CFB021-1	IEUP	CFB800-1 -> CFB800-3	ERRC	GENERAL SERVICES:	
CFB080-1	RWW1	CFB800-4	DREC	DGSINV	DGSP
CFB080-2	DREC	CFB810-1 -> CFB881-1	IEUP	DGSNEFT	DGSP
CFB090-1	EXIN	CFB9**-*	TBLE		
CFB100-2	IEUP	CFBH00-1	RHH4	STATE CONTROLLER'S OFFICE:	
CFB200-*	ERRC	CFBH07-1	RHH2	FCCANCEL (Cancel warrants)	SCMO
		CFY***_*	YEC1	FC0571-C (Annual Accruals)	SCMO
CFB533-1 -> CFB535-1	LABE	CSBA****	ATER	FC0573-X (SCO final Rec)	SCMO
CFB536G*	LABG	CSBE02-1 -> CSBE03-3	TBLE	FC0576-B (Adj to SCO Accts)	SCMO
CFB536A4-->CFB536A8	LAB1	CSBBP*_*	TBLE	FC32023P (SCO selected Rpts)	SCMO
CFB537-1	LABE	CSBB3*-1	BUD1	FC32001P (Tab Run)	SCMO
CFB540** -> CFB544**	LABG	CSBW01-1 -> CSBW08-1	RWW1	FC32035P (Fund Rec)	SCMO
CFB540A4 ->CFB540A8	LAB1	CSB050-1 -> CSB080-2	IEUP	FC14510D (JEs)	SCJE
CFB550** -> CFB559**	LAB1	CSB090-*	EXIN	CSB084-1->CSB084-2 (CD102)	IEUP
		CSB500-1 -> CSB525-2	LABT		
CFB560-*	FUND	CSB558A1	LABG		
CFB565A*	CSTA	CSB770-1 -> CSB790-3	IEUP		
CFB565B*	CSTB	CSB9****	TBLE		
CFB565C*	CSTC	CSB915-1	IEUP		
CFB565D*	CSTD	CSD600-1	ROH1		
CFB580A*	CSTA	CSIE01-*	IRPT		
CFB580B*	CSTB	CSIE05-1	IRPT		
CFB580C*	CSTC	CSIE02-2 -> CSIE03-2	ITBL		
CFB580D*	CSTD	CSI017-1 -> CSI017-2	ITBL		
CFB584-1	ERRC	CSI017-8 -> CSI017-9	ITBL		
CFB590-*	FUND	CSI5****	ITBL		
CFB595A*	CSTA	CSI9****	ITBL		
CFB595B*	CSTB	CSI914-*	BPRT		
CFB595C*	CSTC	CSI915-1	BPRT		
CFB595D*	CSTD	CSIS****	ROH1		
CFB595E*	FUND	CSO521-1 -> CSO541-1	BPRT		
CFB700-1 -> CFB710-1	IEUP				
CFB710-3 -> CFB710-6	DREC	CSTARW02 -> CSTARW04	RWW1		
CFB710-7 -> CFB780-1	IEUP	CSTARW05	RW05		
		CSTARW06	RW06		
		CSTARW07 -> CSTARW1A	RWW1		
		CSU*****	UTIL		
		CSY010-1 -> CSY203-3	YEC1		
		CSYDB3-1 -> CSYDB3-3	RDD1		
ASTERISKS (*) DENOTE ANY VALUE					